

EVENT REQUEST

Governor Culver's Office
State Capitol, Des Moines, IA 50319
Phone: 515.281.5211

This Request is for: *(check all that apply)*

_____ Governor CHET CULVER

_____ Lt.. Governor PATTY JUDGE

_____ First Lady MARI CULVER

EVENT Information

Event Name: _____

Requesting Organization's Name: _____

Location and Address: _____

Date: _____ Time: _____ Phone: _____ Fax: _____

ARRIVAL Time of Gov/Lt.Gov/FirstLady: _____ DEPARTURE Time: _____

Event Description: _____

Attendance Expected (number, make-up, etc): _____

Comments Required? ☐ Yes ☐ No If yes, on what subject? _____

Media Coverage? ☐ Yes ☐ No

Gov/Lt. Gov/First Lady escorted/ met by: Name and title: _____

Gov/Lt. Gov/First Lady introduced by: Name and title: _____

Will promotional materials include the Governor/Lt. Governor/First Lady? ☐ Yes ☐ No

If yes, submit materials to the Office for approval before printing. Review Deadline: _____

**ALL INFORMATION
IS REQUIRED.**

FAX your request
to the Governor's
Office:

515.281.6611

REQUESTOR'S Contact Information

Organization Name: _____

Contact Person: _____

Address: _____

Requestor's Phone/Email:

Office: _____ Cell: _____

Home: _____ Fax: _____

Email: _____